

STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES
BUSINESS *TELEFILE* SYSTEM
860-289-4829



The Department of Revenue Services (DRS) welcomes you to *Telefile* your tax returns and make electronic payments. *Telefile* walks you through the process of filing your return. As you enter the requested information on your touch-tone keypad, *Telefile* repeats each entry you make and gives you a chance to correct the information entered. Press the pound key (#) when instructed.

Log In

Call in and choose Option 2 to file a business tax return or to make a payment. Enter your Connecticut Tax Registration Number and your Personal Identification Number (PIN). If you are using the *Telefile* system for the first time, you will be prompted to use your preassigned PIN or to provide information from a previously-filed return. You will be prompted to create your own five to eight digit password.

Telefile offers you a choice of the business tax returns you can file. Select the return you wish to file.

- **Form CT-WH** *Withholding Tax Payment Form*
- **Form CT-941** *Connecticut Quarterly Reconciliation of Withholding*
- **Form OS-114** *Sales and Use Tax Return*
- **Form OP-210** *Room Occupancy Tax Return*

Key In Example

Example: Form OS-114, Sales and Use Tax Return

Before accessing *Telefile*, you may want to use a sales and use tax return as a worksheet. This also serves as a copy of the return for your records.

- **Key in** your gross receipts from Lines 1, 2, and 3.
- **Key in** the amount of any purchases subject to use tax from Lines 4, 5, and 6.
- *Telefile* totals Lines 1 through 6 for you.
- **Key in** any deductions for nontaxable sales. Enter the line number from the back of the paper return and then enter the amount of the deduction.

For the *Other Adjustments* Line A, press 1; Line B, press 2; Line C, press 3.

- If any of the gross receipts are taxed at a reduced rate, you can calculate the adjusted total **or** *Telefile* can calculate the amount of the deduction for you.
- *Telefile* calculates the gross amount of tax due.
- **Key in** any credit pre-authorized by DRS.
- *Telefile* calculates the net amount of tax due.
- If you have excess tax collections, *Telefile* allows you to enter the amount.

Pay

Telefile works best if you make a direct payment from your bank account. You must provide the bank routing transit number and your bank account number as shown on the sample check and indicate whether it is a savings or checking account.

The image shows a sample check from 'YourBank'. At the top left, it says 'YOUR NAME' followed by '123 Your Street' and 'Your Town, YS 123456'. To the right, it says '09-99' and '1026'. Below that, it says 'Pay to the Order of' followed by a blank line and '\$' followed by a blank line. Below that, it says 'DOLLARS'. At the bottom left, it says 'For' followed by a blank line. At the bottom right, it says '1026'. Below the check, there are three labels: 'ABA or Bank Routing Number' pointing to the number '123456789', 'Bank Account Number' pointing to the number '12345678901', and 'Check Number' pointing to the number '1026'.

You can elect to have the amount of tax due withdrawn from your bank account at a future date, but no later than the due date of the return. You will be prompted to enter the date you want to transfer the payment from your account to DRS.

Taxpayers **required to pay by Electronic Funds Transfer (EFT)** who make an electronic payment through *Telefile* must initiate the payment and file the return no later than 4:30 p.m. Eastern time on the last banking day prior to the due date.

Taxpayers who are registered for Automated Clearing House (ACH) credit transactions through their financial institutions may continue to use that payment option. Listen carefully to the payment options and choose Option 2, then Option 1. Once the return is filed, follow your usual procedures for initiating an EFT payment.

Confirm

Telefile provides you with a confirmation number. Once you receive this number, your tax return is filed. Make a note of this number for your records. After you receive your confirmation number, you can end your call or return to the main menu to file another business tax return.

Keep your completed Connecticut business tax return(s) and any worksheets or other documentation with your records. **Do not mail the return(s) to DRS.**

Payment-Only Transactions

Telefile allows payment-only transactions for taxpayers making payment for an existing bill or for tax due reported on a business tax return that cannot be filed electronically.

Follow these steps for a payment-only transaction:

1. Choose Option 2 to access the business system.
2. On the *Telefile* main menu, choose Option 7 to make an EFT payment.
3. When prompted, enter the five-digit tax code of the tax you wish to pay. The codes are listed below.
4. Enter the tax period ending date for the payment you are making. Enter two digits for the month and four digits for the year. For example, May 2007 would be 052007.
5. Enter the dollar amount of the payment. Use the star (*) key on your touch-tone pad to separate dollars and cents.

Taxpayers **required to pay by EFT** who make an electronic payment through *Telefile* must initiate payment no later than 4:30 p.m. eastern time on the last banking day before the due date.

Telefile provides you with a confirmation number. Once you receive this number, you have successfully initiated your payment. Make a note of this number for your records. After you receive your confirmation number, you can end your call or return to the main menu to file a return or make the payment for another business liability.

ACH Tax Type Codes

Business Tax	Type Code	Business Tax	Type Code
Admissions and Dues	20001	Motor Vehicle Fuel	05100
Alcoholic Beverage	06400	Nursing Home Provider	16005
Attorney Occupational	20005	Petroleum Gross Earnings	04601
Business Entity	03600	Steam Railroad	04607
Business Use	04400	Rental Surcharge	20004
Community Antenna	04605	Room Occupancy	07400
Corporation Estimated	02101	Sales & Use	04100
Diesel Fuel	05200	Solid Waste	12000
Domestic Insurance	07111	Tobacco Products	07300
Dry Cleaning	20003	Tourism	20002
Electric & Power	04602	Unrelated Business	03100
Foreign Insurance	07101	Payroll Withholding	01100
Gas & Electric	04604	Nonpayroll Withholding	01106
Health Care Center	16001		